



STATE OF MICHIGAN  
**Department of  
Health and  
Human Services**

## Memo

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Division of Child Welfare Licensing

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To: Child Caring Institutions and Court Operated Residential Facilities  
Approved Governmental Units  
From: Christine Rehagen, Director, Division of Child Welfare Licensing  
Subject: CCI Letter 2016-01: Reporting Seclusion and Restraint in MiSACWIS

Date: February 10, 2016

*CR Rehagen*

This memo updates previous information on reporting requirements for seclusions and restraints. The JJOLT system is no longer available and the seclusion and restraint reporting mechanism is now in MiSACWIS.

All Child Caring Institutions (CCIs) are required to enter seclusion/restraint incident reports in MiSACWIS if either seclusion and/or restraints are used in the facility. (CCI-COF Letter 2013-1). Incident reporting in MiSACWIS is required beginning February 19, 2016 for facilities who have not already implemented this requirement. This timeframe allows facilities to submit the required MiSACWIS Security Agreement: Non-MDHHS Employee (DHHS- 815), if not already completed. Exception: For those programs not using seclusion/restraints, notification of such must be sent to Carol Slottke at [slottkec1@michigan.gov](mailto:slottkec1@michigan.gov), with a copy to your licensing consultant by February 19, 2016 to be exempt from the seclusion/restraint reporting requirement.

Please refer to the following MiSACWIS resources to obtain MiSACWIS access and seclusion / restraint incident reporting instructions:

- Instructions on how to gain access the MiSACWIS program and enter seclusion and restraint information for your facility can be found at the MiSACWIS Training Web page: [http://www.michigan.gov/mdhhs/0,5885,7-339-71551\\_72083---,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71551_72083---,00.html) under the heading, Child Caring Institutions. If you are a first time MiSACWIS user begin with **Security Training**.
- The **Getting Started Guide-Seclusion and Restraint Users** provides an overview of how to access and complete the seclusion/restraint incident reporting requirements. Please note: the MiSACWIS Incident Report has multiple uses however the "Getting Started Guide" has streamlined instructions for documenting the seclusion/restraint requirements.

- The Seclusion and Restraint Reporting webinar presentation provides step by step instructions for MiSACWIS users reporting seclusions/restraints.
- MiSACWIS related questions should be referred to the MiSACWIS Help Desk: 855-659-6599.

The MiSACWIS Security Agreement: Non-MDHHS Employee (DHHS-815) can be obtained by contacting your DCWL licensing consultant or Carol Slottke at [slotkec1@michigan.gov](mailto:slotkec1@michigan.gov). If your facility does not have an identified MiSACWIS "Authorized Requestor", please send the completed DHHS-815 to Carol Slottke.